

Project Manager – GS-15 – SES - UNOFFICIAL

Introduction

Responsibilities include all development planning, systems engineering, scheduling, budget and financial planning, and management reporting. The incumbent serves as Project Manager and has full authority to carry out the aforementioned functions subject to the limitations established by the Director, Goddard Space Flight Center.

Major Duties

1. Mission-Wide Planning and Evaluation

- a. The Project Manager will develop the draft Project Plan at the appropriate point in the Project, which specifies the plans for execution of all elements of the Project, and organizes, supervises and prepares the office staff, which directs the execution of this plan.
- b. Maintains continuous surveillance of schedule milestones for all systems and all activities within or outside NASA, which may affect the programmed costs, technical reliability, and completion of the mission.

2. Systems Engineering, Systems Integration, Test and Evaluation

- a. The incumbent maintains surveillance of systems engineering to ensure a maximum probability that several systems will satisfactorily perform their part of the assignment, and resolves all activities from within and outside NASA which may affect the programmed cost, technical reliability, and completion data of the particular mission.
- b. Incumbent must recognize the unique management and technical problems that arise in the development of complex spacecraft systems and devise and execute effective solutions to these problems.
- c. Responsible for the preparation of subsystem and system specifications and for the review of changes and approvals.
- d. Organizes and conducts schedule reviews to assure that established time objectives are met, that activities are executed in accordance with those schedules, and assesses completion status in concert with overall time objectives.
- e. Establishes or reviews and approves plans, procedures, and specification for the mission and associated subsystems, integration, test, mission and launch operations analysis, and post-launch operations that affect the spacecraft operations in space.

3. Technical Consultation and Advice

- a. Requests special technical information from the appropriate areas of NASA as required.
- b. Provides technical consultation to the Project activities to assure that the design, development, and test of several state-of-the-art instruments meet scientific objectives. Establishes, convenes, and chairs committees and working groups as deemed necessary such as coordination committees, peer committees and other working group meetings.
- c. Submits budget recommendations for Project activities or any of their systems and/or subsystems as part of the annual NASA budget preparation and makes revisions on a case-by-case basis as may be required. Develops and recommends financial operating plans for the systems assigned to GSFC.
- d. Directs contractor effort for the activity, directly for those contractors where the Project holds the contract and indirectly, as necessary, for the contractors of supporting organizations. Ensures that GSFC or other NASA activities maintain appropriate technical monitoring over the quality, timing, and work placed with outside contractors or other government agencies. Provides close liaison with and assistance to procurement officials in their negotiations and administration of contracts.
- e. Develops and initiates reports as may be required by NASA or by circumstances to keep personnel, the systems managers, Directorate managers, and higher authorities informed of the progress. Ensure that the data resulting from the Project are disseminated in accordance with NASA and Center requirements.
- f. The furthering of Equal Opportunity goals is a requirement of this position. The incumbent shall exercise leadership in and be responsible for equal opportunity in employment, development, advancement, and treatment of employees directly and indirectly supervised.
- g. The incumbent has primary responsibility for the safety of personnel and property and for the identification and control of hazards within the scope of his/her authority. Accordingly, he/she is charged with implementing the requirements, procedures, and standards established in the GSFC Health and Safety Manual and related directives for optimized, accident-free mission accomplishments.
- h. The incumbent directs, coordinates, and oversees administrative and technical aspects of work through subordinate supervisors and/or team leaders. Oversees the overall planning, direction, and execution of a Project including development, assignment, and approval of subordinate supervisors or managers. Resolves work problems presented

by subordinate supervisors. Manages organizational and policy changes throughout the organization; directs and approves multiyear plans developed by subordinate supervisors. Approves the allocation and distribution of funds in the organization's budget. Assures equity of performance standards and rating techniques developed by subordinates. Evaluates and rates performance of subordinate supervisors or team leaders; serves as reviewing official on evaluations of non-supervisory employees rated by subordinate supervisors. Approves or disapproves training and leave requests. Recommends selections, appointments, reassignments, promotions, awards, and bonuses for subordinate supervisors. Advises employees about policies, procedures, and administrative matters necessary to accomplish the work of the organization. Hears and resolves group grievances and serious employee complaints. Proposes and in some situations serves as Deciding Official for disciplinary action. Finds and implements the elimination or the reduction of barriers to production, promotes team building, and improves operating procedures within the organization managed and with customer organizations.

Factor 1 - Knowledge Required by the Position

1. Bachelor's degree or higher in an appropriate field of engineering, physical science, or mathematics.
2. Professional knowledge of and ability to apply engineering disciplines of spacecraft and instrument technology in the development of the mission.
3. Ability to communicate effectively orally and in writing.
4. Ability to plan, organize, and manage the work to accomplish a variety of concurrent activities performed in a variety of organizations (in-house, contractors, NASA Headquarters, investigators, and study groups).
5. Knowledge of and experience in all phases of development team management, including but not limited to planning and evaluation, systems safety, systems tests, configuration management, integration testing, reliability and quality assurance, scheduling, budgetary and financial planning, technical direction and monitoring of contracts, and status reporting.
6. Knowledge of government and Agency contractual and funding rules, regulations, relationships, and administrative processes involved in developing and procuring hardware, software, and complicated ground systems and operations facility.

Factor 2 - Supervisory Control

Reports administratively to the appropriate Associate Director and the Director of Flight Programs and Projects. Overall program guidance is provided by the NASA Enterprise Office, where guidance and review of the work by higher levels is generally restricted to matters of broad objectives and budget limitations.

Others accept the Project Manager's decisions and commitments as final even though final approval may depend upon formal action.

Factor 3 – Guidelines

Guidelines are broadly stated administrative regulations and policy statements; program/project directives and system specifications are available, which require extensive interpretation. When presented with data and alternatives, the incumbent exercises experienced judgment in weighing and making the best choice. The incumbent is the Center's technical authority on the mission and participates as required with other external organizations and agencies.

As the elements become firm and evolve into established requirements, the incumbent is responsible for developing a project plan, submitting budget recommendations, maintaining schedules, and preparation of systems and subsystem specifications.

The incumbent is the senior line official responsible for execution of the Project within Headquarters and Center-prescribed guidelines and control. The incumbent must use considerable judgment and ingenuity in interpreting the intent of guides which do exist, developing recommendations to higher levels of management, and interpreting and implementing application of broad objectives for technical and administrative aspects of the mission.

Factor 4 – Complexity

As Project Manager, the incumbent will organize, lead, direct, and control all elements of planning, specifying, and implementing the mission.

The incumbent must review a variety of complex interactions pertaining to the work of individual specialists at numerous locations. He/she must be versatile and innovative in extending methods or developing new approaches required to assess novel and complex technical systems.

Judgment, originality, and resourcefulness is required to anticipate future requirements and trends, visualize the values of new findings, and apply proper techniques to isolate and recommend corrective measures to critical problems.

Factor 5 - Scope and Effect

The work includes planning, developing, managing, and implementing all aspects of the activity.

Factor 6 - Personal Contacts

The extensive scope of management necessitates direct contact with key officials, top engineers, and scientific personnel of NASA, other U.S. government agencies, foreign government agencies, universities, and private contractors.

Factor 7 - Purpose of Contacts

The purpose of these contacts is to justify, negotiate, and settle matters involving significant or controversial technical, programmatic, and administrative issues. It involves active participation in conferences and meetings to discuss issues of importance to the Project and to NASA. These issues are usually varying and controversial requiring the incumbent to achieve satisfactory results with no impacts to the overall program.

Factor 8 - Physical Demands

The work is normally performed in a typical office setting. The incumbent will be expected to attend meetings where he/she must be attentive and sit for long periods of time. He/she may also be involved with pre-launch and launch activities, which will require working in a controlled environment, wearing special clothing, stooping, bending, and in some instances, climbing.

Factor 9 - Work Environment

The incumbent primarily works in a typical office setting (meeting rooms, conference rooms, etc.). Travel by air and auto is an element of this position.